



Laurie J. Andries
Assistant Superintendent
Jason Martin
Director of Physical Plant
Brad Wilson
Director of Special Education
Sarah Mangiarelli
Director of Finance

Craig Levis
Superintendent
1675 Flat River Road * Coventry, RI 02816
Tel. 401-822-9400 Fax: 401-822-9464
TTY: 1-800-745-5555

Don Cowart II
Director of Curriculum, Instruction & Assessment
Dr. Lynne F. Burke
Director of Technology & Information Systems
Andi Rioles
Human Resource Manager

October 24, 2017

Dear Parents,

I am happy to share with you that we received our final shipment of Chromebooks and cases today so we can finally distribute these to our middle school students. They have been waiting patiently. We begin the distribution process with grade 6 tomorrow, October 25th. The distribution schedule for all students can be found on the district website.

In preparation for our Chromebook distribution, parents were asked to review the Digital Technology Acceptable Use and Internet Safety Policy and the District –issued Device Agreement as each has a required signature form that must be submitted in order for your child to receive his or her Chromebook. Both documents are posted on the district website under Technology. It is imperative that parents and students are aware of and understand district policies that govern the use of and responsibility for district-issued devices and the use of technology for learning in our schools. Reviewing these policies with your children and ensuring they understand their responsibility in caring for a district device is very much appreciated.

In addition to the signature forms for both documents stated above, students in grades 7 and 8 must return their Acer Chromebook and charger on the distribution day scheduled for their team. If a charger is lost, students may submit a \$15.00 check for the Acer charger. All checks are to be made out to Coventry Public Schools. Since many of the secondary students lost chargers during these three years, students should label their new charger and keep it in the case provided or in a safe place at home. It is expected that Chromebooks be charged nightly in preparation for school. Please note that the new HP chargers are much more expensive (\$48) than the Acer chargers so to avoid losing their new chargers, students should be vigilant in caring for it. In the event replacements are needed, they must be purchased through the school department. The distribution process includes recording the serial number for the device issued to your child in our student information system.

Although we anticipate students will take great care of their new Chromebook, there may be times when a repair is needed. If your child has to have his Chromebook repaired, a technician is available every morning from 7:55 – 8:20am in the back hall of the middle school. Students are to drop off their Chromebook and they will be issued a long-term loaner to keep for the duration their Chromebook is out for repair. Students sign a form for the loaner Chromebook. All policies and expectations for chromebook care apply to the loaner devices. Students will be notified via email by the technician when their Chromebook is ready to be picked up.

We anticipate that this next three-year technology cycle will build on the progress we have made with integrating technology in teaching and learning. Thank you for your continued support of our technology program. If you have any questions, please don't hesitate to reach out to the school administration or me.

Sincerely,
Lynne F. Burke Ed.D.
Director of Educational Technology and Information Systems

“Working Together To Improve Our Schools”

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